

# **Proclamation Guidelines**

## **State of Nevada**

Proclamations are issued by the Governor of Nevada to provide recognition for special events or noteworthy issues. The Office of the Governor will issue one original Proclamation free of charge to Nevada residents. These public service documents are merely honorary and not legally binding. All proclamation requests will be reviewed on a case-by-case basis. The Governor reserves the right to decline any request for a proclamation or to make exceptions to the following guidelines.

- Proclamations recognize a day, week or month.
- Proclamations are issued for Nevada non-profit organizations with preferably statewide, but at least regional interest. Local (city or county wide) proclamations can be issued by local officials (mayor or county commissioners).
- Proclamations are not issued to honor a specific organization or group, unless it is non-profit.
- An exception may be made when a national organization is holding a national meeting in Nevada. The Governor may issue a proclamation in honor of the state and national organization in conjunction with its convention.
- Another exception may be made when a large statewide organization is celebrating a milestone anniversary in conjunction with a state convention. The Governor may issue a proclamation to honor an anniversary in conjunction with the convention.
- Proclamations are not issued to honor an individual person, nor are they issued for birthdays, anniversaries, weddings, conferences, or graduations.
- Proclamations are issued for one period of time only. For example, if “Family Gardening Day” is proclaimed on January 1, then “Family Gardening Week” or “Family Gardening Month” will not be proclaimed later in the year. Nevada organizations are encouraged to coordinate their efforts with other similar groups and organizations before contacting the Governor's office. Organizations are also encouraged to request proclamations that coincide with national or state-designated dates.

- Requests that are similar to already issued proclamations will be declined. For example, if “Chemistry Week” was proclaimed in January and a request for “Chemistry and Science Month” is received in June, the request for “Chemistry and Science Month” would be declined. A copy of the “Chemistry Week” proclamation could be provided instead.
- Proclamation requests must be made in writing and can be submitted by a state resident via e-mail, fax, or mail. Requests must include a contact person’s first and last name, address, and telephone number.
- Proclamation requests must include proposed text, including four to six “Whereas” clauses.
- Proclamation requests must be submitted at least four weeks in advance of the required issue date.
- Draft language may be modified or rewritten at the discretion of the Governor’s office.